

Key Program Details for

**FSK10219**

# Certificate I in Skills for Vocational Pathways

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## Overview

This qualification is designed for individuals who need skills to prepare for work or further foundation skills development.

It is a prevocational pathway to employment program designed to help develop the appropriate Language, Literacy and Numeracy skills to become job-ready for the food industry or develop reading and writing skills to undertake further studies. Participants will gain and develop the skills for both the workplace and everyday life.

## Suitable for

This qualification is suitable for individuals who require:

- A prevocational pathway to employment and/ or further vocational training
- Reading, writing, numeracy, oral communication and learning skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 2
- Entry level digital technology and employability skills
- Education, training and employment goals

## Qualification Outline

A total of 11 units are required to achieve the qualification, consisting of:

- **1 compulsory Core unit and 10 Elective units**

### Core unit

- FSKLRG008 Use simple strategies for work-related learning

## **Elective units**

As this program has been specifically designed to meet the entry needs and career paths of potential employees for the food processing industry, the following ten elective units have been chosen. Alternative elective units may be selected depending on the specific needs of students.

- FSKNUM008 Use whole numbers and simple fractions, decimals and percentages for work
- FSKNUM009 Use familiar and simple metric measurements for work
- FSKDIG002 Use digital technology for routine and simple workplace tasks
- FSKOCM003 Participate in familiar spoken interactions at work
- FSKOCM004 Use oral communication skills to participate in workplace meetings
- FSKRDG007 Read and respond to simple workplace information
- FSKWTG006 Write simple workplace information
- FBPPPL1001 Communicate workplace information
- FBPWHS1001 Identify safe work practices
- FBPFYSY1002 Follow work procedures to maintain food safety

## **Off-the-Job Workshops**

The Certificate I in Skills for Vocational Pathways is delivered over 6 weeks x 4 days / week, 9:00 am – 2:30 pm every fortnight, with one week on and one week off.

For ease of delivery the core and elective units have been organised into an off-the-job training program consisting of 5 separate modules with each module focused around a particular theme. These themes have clearly defined Foundation skills and Core Skills for Work that have been integrated into all learning activities and job tasks.

| <b>Module</b>                  | <b>Code</b>  | <b>Units</b>   |
|--------------------------------|--|--|
| Communicating at work - Part 1 | FBPPPL1001<br>FSKOCM003<br>FSKOCM004<br>FSKRDG007<br>FSKWTG006 | Communicate workplace information<br>Participate in familiar spoken interactions at work<br>Use oral communication skills to participate in workplace meetings<br>Read and respond to simple workplace information<br>Write simple workplace information |
| Communicating at work - Part 2 | FBPPPL1001<br>FSKRDG007<br>FSKWTG006<br>KSKLRG008              | Communicate workplace information<br>Read and respond to simple workplace information<br>Write simple workplace information<br>Use simple strategies for work-related learning   |
| Work safely                    | FBPWHS1001<br>FSKRDG007<br>FSKWTG006                           | Identify safe work practices<br>Read and respond to simple workplace information<br>Write simple workplace information   |
| Food safety                    | FBPFSY1002<br>FSKRDG007<br>FSKWTG006                           | Follow work procedures to maintain food safety<br>Read and respond to simple workplace information<br>Write simple workplace information   |
| Working with numbers           | FSKNUM008<br>FSKNUM009<br>FSKDIG002                            | Use whole numbers and simple fractions, decimals and percentages for work<br>Use familiar and simple metric measurements for work<br>Use digital technology for routine and simple workplace tasks   |
| Workplace quality              | FBPOPR1017   | Follow work procedures to maintain quality   |

**Duration:** The program is delivered over 6 weeks x 4 days / week, 9:00 am – 2:30 pm every fortnight, with one week on and one week off.

**Note:** This qualification is current from 14th November 2019.

**Venue:** All training workshops are run at Regency TAFE, 137 Days Rd, Regency Park SA.

**Clothing and Equipment:** There is no specific clothing or equipment needed for learners to provide for the workshops.

## Recognition of Prior Learning

Participants have the opportunity to first be assessed against the competencies being undertaken. This may result in the recognition of some units or parts of units without the need for formal training. The main focus of RPL is to determine the student's current level of competency, so that courses can be tailored to gain maximum benefit from each training investment.

- Download our RPL Brochure to find out more.

## Support for Participants

Students undergo an initial assessment at the program orientation to identify any equity issues. This includes a pre-enrolment language, literacy and numeracy assessment (based on the Australian Core Skills Framework) to confirm the suitability and capacity of all students to meet industry literacy requirements and the requirements for the program itself.

Language, literacy and to a lesser extent numeracy are typical challenges faced by employees that work in the food processing industry. The Australian Food Training Centre aims to ensure that our courses and training programs meet the needs of a changing, dynamic and diverse workforce. We therefore encourage students from non-English speaking backgrounds to enrol (or with any other unique learning needs) and can arrange learner support as required. This support includes areas such as language, literacy and numeracy skills and in general study skills.

## **Employment Prospects and Future Educational Opportunities**

The Certificate I in Skills for Vocational Pathways supports students in career planning and development by offering them the opportunity to develop both their LLN skills and their vocational skills during their initial employment, so they are job ready for industry.

Upon course completion, higher studies are available including the Certificate II in Skills for Work and Vocational Pathways and other specialist courses. This course positions students well to advance their careers in the fields of food manufacturing and food packaging.

## **Course Admission Requirements / Pre-requisites**

There are no pre-requisites for entry to this course, however applicants will be required to attend an information session and undertake a Basic Skills assessment to confirm they have suitable Language, Literacy and Numeracy skills to cope with the reading, writing, speaking and numeracy demands of the qualification. This assessment occurs prior to any offers of course enrolment being given.

## **Our Fees**

Our services are provided through either government funded training schemes or through fee-for-service arrangements.

- Download our Course Fees brochure to find out more.

## **Subsidised Training**

For eligible students, this course is subsidised by the South Australian Government.

Visit [www.skills.sa.gov.au](http://www.skills.sa.gov.au) for eligibility and subsidy criteria or contact the Skills and Employment Infoline on 1800 673 097 for assistance.

Please contact the Australian Food Training Centre on 08 8288 0288 for any further information you may require.

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**Further Information from**



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**RTO Code: 40094**



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